

Early Beginnings

for Young Learners

Parent Handbook

2022-2023

30 Daniel Webster Highway

Suite 11

Merrimack, NH 03054

603-429-2003

Our Promise to you!
We believe children should grow in a fun, clean and educational environment with open and honest communication. We strongly believe children should learn through purposeful play and with a strong foundation in social and emotional development.

**Our center believes in the teachings of the mind, body, and soul of the child**



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We teach the mind with age-appropriate educational activities and purposeful play to challenge the child's young curiosity and ever-growing brain which is much like a sponge. We challenge the mind with hands on learning. From turning Lego's into letters, to see a chair as a spaceship off to the moon, or to learn to write our names we get them ready and to love a life of learning in the public school system.

The body of a child is always growing and shaping! In the short years we get to spend with a child, they learn as an infant to grasp a finger to learning to grasp a crayon as a toddler, then pencil as a preschooler. We work on the fine motor, gross motor, and the self-worth of a child with building positive self-image and being kind to friends.

The soul of a child is so pure, and open to love, learning, and of kindness, friendship, and tolerance. We believe in teaching children respect for themselves, their friends, and their teachers. Respect for growing as a group with support and encouragement from friends. Failure is a lesson! Failure is a new chance to try again! We teach and support love comes in every, shape, color, size, and gender.

We believe that we are an extension of your family and treat your child as we would treat our own. Children and families are respected, cared for, and listened to. We promise that we will keep open lines of communication. We promise that no question will go unanswered, and no matter will be too small. We promise to respond to all families promptly and with respect.

Children spend a considerable amount of time in our program, during which time a significant developmental impact occurs. In all settings attitudes are formed, ideas of self-worth are developed, and relationships with peers and adults are built. Our Early Education Programs are designed to provide each child with a variety of positive, healthy, inclusive, and interesting activities throughout each week. The staff are trained and experienced in working with children. Many of our staff have or are working towards degrees in education or in the human service field. Early Beginnings for Young Learners provides its staff with ongoing professional development throughout the year to enhance their skills in nurturing your child and in promoting social responsibility, positive youth development, and healthy living.

This handbook is designed to share the philosophy, goals, policies, and procedures of our programs. If you have any questions or concerns, please feel free to talk with us. We are very much interested in your comments, questions, and feedback regarding our program.

**Services Provided:**

Early Beginnings for Young Learners Early Education program offer 6 weeks to 13 years old a variety of culturally enriching and diverse activities including arts and crafts, games, reading, math, science, social studies, singing, educational activities and much more.

**Intake Procedure:**

Parents are required to tour the facility and meet with the enrollment coordinator to discuss the program’s philosophy, goals, and needs of each individual child and family. During this tour, parents will meet with teachers and view the classrooms. At the time of the tour, we will talk about the parent handbook, items you will need, and paperwork that is required. During this time, you will be asked to inform us of your child’s development history, needs and special accommodations, services offered by other providers, and any therapeutic, educational, social and support services received by your child. If your child receives outside services, we will need all information regarding why your child is receiving these services, who they are getting services from and the contact information where services are provided.

If you choose to enroll your child during your first visit, we will ask you to read the parent handbook located on our website to insure you understand all the rules and regulations of Early Beginnings for Young Learners.

After reading and reviewing the parent handbook, you will be asked to email your interest in the program. Once you have emailed your interest in the program, you are asked to make a deposit via Brightwheels to secure your child’s placement. You will also be asked to go to our website, print off and fill out all the required forms. You will also need to provide us with a copy of your child’s physical, immunizations, as well as a school clearance form. All forms should be ready to be handed in on your child’s starting day. Failure to provide these forms, will result in us being unable to take the child until the forms are submitted in full.

Early Beginnings for Young Learners uses a rolling admission process, whereas open slots are filled as they arise. Parents must pay a one-week tuition non- refundable deposit. Each child is encouraged to visit the classroom and to meet teachers prior to starting.

**Non-Discrimination Policy for Students:**

Early Beginnings for Young Learners programs admit children of any race to all the rights, privileges, programs, and activities generally accorded or made available to all children and families at Early Beginnings for Young Learners. Early Beginnings for Young Learners does not discriminate based on race in administration of its educational policies, athletics and other childcare administered projects. Early Beginnings for Young Learners policies are to provide enrollment opportunities to all people regardless of religion, race, gender, marital status, disability, cultural heritage, political beliefs, national origin, sexual orientation, or ability to pay. Toilet training is **NOT** an eligibility requirement for enrollment for children under the Pre-K age. Students in Pre-K and School Age must be potty trained.

**PARENT COMMUNICATION**

It is the policy of Early Beginnings for Young Learners to work closely with our parents to ensure maximum satisfaction from our clientele. We always ask for open and honest communication. Should you have any issues please contact the program directors.

Your program directors are:

Kristen: **Kristen@EBYLNH.com**

Kristina: **Kristina@EBYLNH.com**

**Parent Conferences:**

Early Beginnings for Young Learners makes staff available for individual conferences with parents at their request during the staff members scheduled work hours. It is the practice of Early Beginnings for Young Learners to accommodate parents as quickly as possible.

**Progress Reports:** Early Beginnings for Young Learners teachers will meet with parents to discuss their child's activities and participation in the program only at the parents’ request. If the school requests a meeting, we ask that parents help to make themselves available either in person, phone, or zoom. In preparation for this meeting, Early Beginnings for Young Learners prepares a written evaluation for each child and provides a copy to each parent upon request. A copy of the report is also kept on file. Your child’s progress report and evaluations will address their development and growth, including but not limited to the developmental domains of Cognitive, Social/Emotional, Language and Fine and Gross Motor and Life Skills.

Program staff will bring special problems or significant developmental issues to a parent’s attention as soon as they arise.

Teachers and admin will be the main person/people doing the child’s evaluations and the content in these reports are based on observations and documentation of the child’s progress in a range of activities over time and may include samples of the child’s work. **Progress reports will happen 2 times per year. One in October one in May. Should we feel your child needs one sooner, we will be happy to accommodate to ensure your child is on the right track.**

Children may get a referral to an outside program if the evaluation suggests services are needed. We strongly suggest that parents follow the suggestions of the center by speaking with the child’s medical professional or having an evaluation completed.

**Pick-up and drop-offs, Hours of Operation and Late Policy:**

Early Beginnings for Young Learners is open Monday – Friday 6:30am– 6:00pm. Early Beginnings for Young Learners makes every effort to have convenient hours of operations. However, we will strongly enforce our late policy. **Children must be here by 9:00 am for them to attend care**. The only exception to this is for medical appointments. We will need proof of the medical appointment. If you book your child an appointment midmorning, they may not return after 11:30am. They must also return having had lunch and ready for nap time. Any children picked up after 12:00pm for a medical appointment, may not return.

**If you do not plan on having your child at Early Beginnings for Young Learners by 9:00am we ask that you, please call us no later than 8:30 am to let us know of your child’s tardy arrival.** If we do not receive a phone call your child’s spot may be forfeited for the day. Early Beginnings for Young Learners does not provide compensation for parent’s delay.

Parents must provide us with a scheduled drop off and pick up time. Parents may not drop off more than 15 minutes before scheduled time. Parents may not pick up more than 15 minutes after their schedule time. Parents may drop off and pick up any time within the scheduled planned time. Parents can adjust their child’s time with written notice. We do understand emergencies and meetings come up. Please keep open communication with us and we are willing to help as we can.

Early Beginnings for Young Learners cares about the wellbeing and safety of your child, if your child is going to be picked up by anyone other than yourself and the persons listed on your pickup sheet, you will need to give written consent via Brightwheels. The person must bring a valid driver license or state I.D. to be able to pick up your child. We will not release any child to someone who does not have consent to pick up.

If there are specific people who you do not wish to pick up or visit your child, we ask that you please provide us a list of these names so that we can be prepared to carry out your wishes. If the person is a legal guardian or parent of the child, we are required to receive court documentation.

**Early Drop off/ Late Pick Up:**

If you drop off or pick up more than 15 minutes before/after your chosen drop off/pick up time without advanced notice (1 week) you will be charged $1 per min leading up to drop off time and $1 per min after your scheduled pick-up time.

**Late pick-up after 6:00pm:**

If any child is picked up after 6:00pm there will be a charge of $5.00 a minute (charge will NOT apply to unusually heavy traffic documented by news media). If we do not receive a phone call by 6:00pm to notify us of your late pick up, we will first try to call you and then everyone on your child’s emergency card. If we are unable to get ahold of anyone on that sheet, we will be forced to call the local authorities to inform them that your child has not been picked up. Children will then be transported to the police department after 6:30pm if we have been unable to contact anyone on the emergancy contact sheet.

We ask that if you have a private matter to discuss, to please speak with the director

If any child is picked up after 6:00 more than once a week there will be a $25.00 late fee that will be applied to your weekly bill. You will still be charged the $5.00 a minute fee. (The $25.00 fee will be waived for unusually heavy traffic documented by news coverage or family emergencies.) Late fees will apply in inclement weather. We ask that you please leave enough time to travel safely.

**Field Trips:**

While Early Beginnings for Young Learners does not take off site field trips, we may take the children for a walk in or around the complex of Early Beginnings for Young Learners. While on our walks one staff member will be required to bring a cell phone and all emergency information. All parents must **give permission** for walks around the complex, this is located on your enrollment paperwork.

**Playground/outside time:**

We try to take the children out to the playground daily, weather permitting, all seasons. When the weather is too cold, too hot or raining other indoor activities will be planned.

During summer, please provide **lotion sunscreen** (SPF 30+), **pump** bug spray, sunhats, or baseball caps. During winter months we ask that you dress your child in layers and provide the appropriate clothing such as snow pants, mittens, hats, and boots. All items must be labeled with your child’s name or initials. Failure to provide proper clothing and shoes for outside will require a phone call and the parent to bring in these items. Children who are unable to participate in outside activities due to parent request or medical request, must stay home.

**Parent Input:**

Early Beginnings for Young Learners values parent input. Parents are encouraged to visit the program and meet with the staff. All parents shall receive reports of their children’s progress. Early Beginnings for Young Learners has an open-door policy for all parents and staff. We welcome all comments and concerns. If any parent feels that they need to speak with the Director or the child’s teacher for an extended length of time, they are encouraged to call to set up a meeting. All attempts will be made to assure every parent is a happy parent. We ask that parents be open to feedback and understand that we mean well and are very transparent!

**Parent Visits:**

Early Beginnings for Young Learners requires that you visit the center before enrolling your child. Early Beginnings for Young Learners welcomes all parents to come and visit us any time during their child’s day. We do ask that parents please be mindful of the schedule. We try not to interrupt such activities as circle time, naptime, and bathroom/ diapering times. Parents who wish to spend an extended time in their child’s classroom, please request to do so in writing. We must respect children and the confidential aspects of each child. Children may also have a hard time with parents visiting. If we find that your visiting causes a disruption to your child or the other child, we do ask that you please no longer visit.

**TAKING CARE OF YOUR CHILDREN**

**Classrooms and teacher to student ratios:**

Early Beginnings for Young Learners has seven full-time classrooms. These classrooms and their child / teacher ratios are listed below: Please note, **the age ranges are a rough approximation**. Children may spend longer or shorter time in their classroom. This is bases on developmental needs of the children and space available in other classrooms.

Nursery Classroom. This classroom holds 8 children.

Ages: 6 weeks – 6 months

Teacher Ratios: 1 to 4 / 2 to 8

Infant Classroom. This classroom holds 8 children.

Ages: 6 months-12 months

Teacher Ratios: 1 to 4 / 2 to 8

Waddler Classroom. This classroom holds 10

Ages: 12 months-18 months

Teacher Ratios: 1 to 5 / 2 to 10

Young Toddler Classroom This classroom holds 10 children.

 Ages: 18 months – 24 months of age

 Teacher Ratios: 1 to 5 / 2-10

Older Toddler Classroom This classroom holds 12 children.

 Ages: 2 years of age- 3 years

 Teacher Ratios: 1 to 6 / 2-12

Pre-school Classroom. This classroom holds 16 children.

 Ages: 3 years of age – 4 years of age

 Teacher Ratios: 1 to 8 / 2-16

Pre-K Classroom. This Classroom holds 18

 Ages: 4 years – 5 years

Teacher Ratios: 1-12/2-18

**Transitioning from one classroom to the next:**

Throughout your child’s time at Early Beginnings for Young Learners they will move from one classroom to another when they reach the appropriate age and developmental level. A letter or notice on Brightwheels will be given 2-weeks prior to your child’s transition to inform you of what new items you may need to bring, who your child’s teacher is going to be, information about the classroom and activities done throughout the day. Your child’s former teacher will meet with your child’s new teacher to talk about your child’s needs and behaviors.

**Behavior Management Policy:**

It is the policy of Early Beginnings for Young Learners to address behavior management issues in a manner that is reasonable, age appropriate, and will foster growth and development. Children displaying dangerous or disruptive behavior will be redirected and positive behavior will be reinforced. At times, it may be necessary to remove a child from a dangerous situation.

**Students who are causing a disruption in the classroom, cannot be redirected, or who become physical will be removed from the classroom and possibly sent home.**

Teachers may not punish children for their behaviors. Teachers may not place their hands on a child unless it is to keep them safe from hurting themselves or others. Children will always be spoken to in a calm manner and never yelled at. Corporal punishment, severe punishment such as humiliation, verbal or physical abuse, or neglect is strictly prohibited. Children are never deprived of snacks or meals, nor are they ever force-fed. A child is never scolded or disciplined for soiling, wetting, or not using the toilet, nor are they forced to remain in soiled clothing or forced to remain on the toilet. Children are simply changed when wet or soiled and teachers try to remind the children frequently to use the “potty.” Praise is used to reinforce positive behavior.

Children are never physically restrained for any reason unless they are in an unsafe situation. Children are redirected to a “safe area” if we find that they are being harmful to themselves, teachers, or other students. Children will be asked to sit at the table with a quiet activity should they need a break. The teachers are encouraged to first escort a child from one learning center area to another by taking the child’s hand. The teachers speak calmly and explains to the child why they are being removed from an area, then state the expectation for returning to the desired learning center area.

Teachers remind the children of the classroom rules and remind children who are disruptive in the classroom what the rules are. Some examples of these rules are no running inside, no hitting, kicking, or hurting another person, use inside voices in the classroom, and please take turns when there is only one toy of that kind. If a child is displaying difficulty in following the rules, a teacher will speak to the child and offer to re-direct the child to another area of the classroom. The teacher will follow through with removing the child from the situation if it is potentially harmful to the child, the other children, or the staff.

If your child has aggressive tendencies/behaviors, we encourage you to please speak with the enrollment coordinator before enrollment. Some behaviors may affect enrollment if we feel we are unable to accommodate. It will only help us to better understand your child when parents are open and honest about their child.

If aggressive behavior becomes consistent and/orharmful to others or your child, there will be a meeting to discuss other options, including possible termination. Other options may include referring your child to a center more suitable. Early Beginnings is a childcare center. We are not able to provide one on one services or therapeutic services. Children who have aggressive behaviors may require a smaller program, one on one services or outside services. Early Beginnings may ask any family to depart the program based on behaviors we are unable to handle due to safety.

**These behaviors include, but are not limited to, biting, hitting, kicking, throwing, or breaking of objects and disruptive behavior (yelling, screaming).**

**Children with Disabilities:**

The center will make reasonable accommodations to accept children into care to welcome and serve or continue to care for any child with a disability. To determine reasonable accommodations the center will refer to the ADA act. If applicable, a parental release of information from professionals providing services to the child may be required to ensure the best possible outcome of care.

**Biting:**

We want to work with every parent and child to assure the center stays safe for everyone. Here at Early Beginnings for Young Learners, we feel that aggressive biting is a behavior that puts staff and other children in an unsafe environment.

**Children 6 weeks-2.5 years:** If your child has more than three biting incidences in a day, they will be sent home.

**Children 2.5 years – 5 years:** If your child has more than two biting incidences in a day, they will be sent home.

**Children biting more than 3-times in a 2-week period, may be asked to leave the center to ensure the safety of students and staff are safe.**

If biting is ongoing, we will have a sit-down meeting to discuss the issue. We do understand that some biting is a normal part of development. We will evaluate each biting incident and decide the best way to handle the incident.

**Referral Services:**

Whenever a staff member is concerned about your child’s development or behavior and feels that further evaluation should be done, they are asked to fill out an observation report. During the observation, the date, time, and the behavior/concern will be written in a log that is kept in the classroom. After one week of observation the teacher is to report what they have noticed to the director. Should the staff at Early Beginnings feel that professional services might be helpful to your child, a referral may be made. **Parents are expected to follow through on a referral for all behavioral issues. Should a parent deny the referral, a meeting will be held to determine if the child is able to safely remain in our care.**

Early Beginnings for Young Learners maintains a list of current referral resources in the community for children in need of social, mental health, educational or medical services. This list shall include the contact person for Early Intervention Program referrals.

**Referral Meeting with Parents:**

Should the staff of Early Beginnings for Young Learners feel that a referral is appropriate, the director will schedule a meeting with you to notify you of the centers concerns and we will prepare a current list of possible referral resources.

In our meeting, we will provide you with a written statement including our reasons for recommending a referral for additional services, a summary of our observations related to the referral and any efforts that our center may have made to accommodate your child’s needs. Early Beginnings will offer any assistance that you might require in following through with a referral. With written permission from you, we can contact the referral agency on your behalf. If your child is under 3 years of age, the director shall inform you of availability of services provided by Early Intervention programs should such services be required.

**Follow-up on the Referral:**

The director, with your permission, will contact the agency or service provider who evaluated your child for consultation and assistance in meeting your child’s needs at the center. If it is determined that your child is not in need of services, or is ineligible to receive services, the center shall review your child’s progress at the center every three months to determine if another referral is necessary. The director will maintain a written record of any referrals, including parent conference and results. A referral checklist will be kept in your child’s records.

**Terminating services after referral recommendations:**

In the occasion that it is determined that Early Beginnings is unable to meet a child’s needs, services may be terminated and a referral to a more appropriate facility will be offered. Early Beginnings shall use the following procedures for such a termination:

Your child may be terminated from Early Beginnings for Young Learners under the following circumstances:

1. The health and safety of your child and othersat the center cannot be assured.
2. Your child’s developmental needs are not being met at the center due to a delay in development.
3. Your child has behaviors we are unable to accommodate by redirection.
4. Your student leaves the classroom consistently and poses a safety risk to themselves.

You will be notified in writing, and at in person meeting whenever possible, about the circumstances including the reasons for termination. A copy of this letter will be kept in your child’s records.

When any child is terminated from the center whether initiated by the center or by parent(s), the teacher will prepare the child for termination from the center in a manner consistent with the child’s ability to understand. For older toddlers-PK, the teacher will talk with the student leaving and other children about the departing child and give simple reasons for the child’s departure:

1. “He will be going to a new school which will help him more.”
2. “She needs a different school to help her learn.”
3. “He is not leaving because he is bad, he needs a different kind of school, and we will help his parents adjust to a new location”

Other suggested activities that might be appropriate include:

The children can give the departing child drawing and/or stories about the center. The class may make a book about the center with drawing or photos and stories about the center. The departing children can write (dictate) a story about the center. A photo of the center may be taken while involved in his or her favorite activity. The class may participate in a “good-bye” party.

**TERMINATION / SUSPENSION**

EBYL will work with families to prevent the termination of students when possible.If your child has a risk to be suspended or terminated the director will call for a conference with the parents and a plan will be made to try and avoid suspension or termination at all costs. At this meeting we will come up with a written plan to avoid suspension or termination that will be followed by the student and teacher. We may ask that you help us at home with the issue at hand.

Parents will be notified via Brightwheels, e-mails, or calls when your child has a behavior that causes harm to themselves and others. Parents will also be notified of behaviors on an ongoing basis should the child cause a disruption to the classroom or should the child have behavioral concerns.

The program may take the following steps to help maintain the child in care (some or all may apply):

* Parent communication
* Written documentation of findings
* Written warnings of termination
* Developmental assessments
* Referrals
* Written documentation of a behavior plan
* Ongoing communication with outside services
* Letter of termination should that be required

Early Beginnings has the responsibility to ensure all students are cared for in a safe manner. Should any child cause an ongoing safety issue, the center may require termination once all other options are exhausted. If your child is causing ongoing harm to others or themselves, care will need to be terminated right away depending on the behavior.Suspension and/or termination may be precipitated by deliberate vandalism by the parents, the child threatens to cause harm to another child in a non-playing matter, consistent safety concerns, deliberate misconduct, and violation of the parent handbook. Below is a list of other reasons why a child will be suspended or terminated.

**Some other examples of why a child may have to leave the center:**

1. Late payments for more than two weeks will result in your child being suspended until you have paid in full.
2. Late payments of more than four weeks will result in your child being terminated. You will still need to pay your bill in full
3. Not following the rules and regulations of this handbook and the rules of Early Beginnings for Young Learners may result in termination or suspension.
4. Not following the rules and regulation of Early Education and Care guidelines will result in termination or suspension.
5. Failure to abide by the State Rules and Regulations requirements such as having your child properly immunized, screened for lead poisoning, or taking your child for an annual physical exam, may result in suspension until such requirement is fulfilled.
6. If your child has not had a physical exam in over a year, the director will notify you in writing. If the parent fails to schedule an appointment with the doctor, a second notice will be sent. If you fail to respond, the director may choose to suspend the child until the physical exam is completed and the record is brought to the Early Beginnings for Young Learners office.
7. Behavioral concerns that case a safety issue to your child or other students
8. Not following through on a referral dealing with behavioral concerns and/or developmental concerns that cause us to be unable to properly care for the child.

**Parent Code of Conduct**

Children may be suspended or terminated from care due to their parents’ actions. Such actions include, but are not limited to:

* Giving out confidential information about staff and/or other students.
* Posting or sharing photos of your child with other students on social media or with family/friends. Please only share photos of your child.
* Failure to provide your child with the required belongings as well as not providing clean objects such as clothing, sheets, bottles, cups, blankets etc.
* Providing false information about your child regarding their health and safety.
* Failure to provide medical information such as: physicals, mental health issues, and immunizations.
* Failure to pay or have continuously missed payments.
* Excessive late pickups after provided 10 hours or after 6:00pm.
* Disrespectful behavior to staff and admin such as: aggressive and threatening messages, threating to harm staff or students.
* Failure to work with all members of management and staff.
* Ongoing rude and disrespectful behavior.
* Harassing staff or families.
* Causing physical or mental harm to staff or families.
* Failure to comply with state or local law enforcement should an investigation occur
* Spreading/posting false or misleading information about the center, staff, or another family.

Members of the administration team will give a written warning if warranted. However, some behaviors may require immediate termination of care. We would hope all parents and family members would act appropriately. We have an open-door policy and love to hear from parents in a respectful and caring manner.

**HEALTH AND SAFETY**

**Liability, Medical Insurance:**

In the event of an emergency, it is the parent’s obligation to cover all expenses incurred due to an accident or emergency involving their children. Should an injury be caused by a staff member, or damaged equipment, Early Beginnings will cover the cost of the co-payment of medical services.

**Nutrition:**

Early Beginnings for Young Learners requires that you pack a lunch with snack and bring a water bottle for your child each day that they attend. We ask that if you plan on dropping off your child after 8:30am that you please feed your child breakfast before attending Early Beginnings for Young Learners. Early Beginnings for Young Learners will provide a healthy morning and afternoon snack. Parents must provide their child milk, water, breast milk/formula.

If your child is trying a food for the first time, this food must be given at home for the first 2 times. We will not allow any new foods to be introduced to your child while they are in school due to the possibility of an allergic reaction.

**Prevention of Abuse and Neglect:**

Early Beginnings protects children from abuse and neglect while in the program’s care. Abuse and neglect of any kind will not be tolerated and is strictly prohibited. Any abuse and neglect will be subject to investigation by the director and appropriate authorities. Early Beginnings for Young Learners and all its educators must operate the program in a way that protects children from abuse and neglect. All staff members are mandated reporters and shall report suspected child abuse or neglect. The Director will train the staff in a workshop, teaching them how to recognize the signs of abuse and neglect and how to document any concerns. The staff shall report to the director who will file a 51A report with the Department of Social Services. The director will notify the Department of Early Education and Care. If there is an accusation or someone has witnessed alleged abuse or neglect from a staff member, Early Beginnings for Young Learners will file a 51A report. Early Beginnings for Young Learners will immediately suspend any staff member suspected of abuse or neglect until a complete investigation has been conducted. The staff member will not be allowed to work directly with children until the Department of Social Services investigation is completed and the DCF office notifies the director that the staff member may return to work.

**Emergency Preparedness:**

Emergency drills will be done monthly to ensure that the staff and the students have a clear understanding of what could happen in the case of an emergency. For a full explanation please see the director to receive a full copy of our emergency plan.

 Emergency Evacuation plan:

1. Follow the Emergency Exit Plan that is posted next to all doorways.
2. Take the Emergency Bag with you whenever you leave the classroom. This bag contains:
3. First Aid Kit
4. Children’s emergency contact sheet
5. Cell phone to call parents or 911
6. Children’s attendance
7. If you are in the infant room, place all infants in the emergency crib and evacuate the building.
8. Make sure to grab children’s bottles out of the fridge.

These procedures have been made to assist Early Beginnings for Young Learners in the case of a fire, natural disaster, loss of power, loss of heat and loss of water.

1. In the case of a fire:
2. Staff will evacuate children according to the evacuation procedure.
3. Staff and students will meet on the playground and if the Merrimack Police and/or Fire dept tell us to evacuate the premises we will go to 32 Daniel Webster Highways office building next to the school
4. If we need to go to the office buildings, parents will be called to pick up their children.

 2) In case of a natural disaster:

 a) Staff and students are to remain in the building, the local authorities will be called.

 b) We will then follow all local law enforcement rules and regulations.

 c) We will carry all emergency contact sheets so that we may contact families about our whereabouts.

 d) Local Law enforcement may recommend that the children not be picked up.

 3) Loss of Power, Heat and or Water:

1. If power is not restored within an hour, parents will be called to pick up their children.
2. That night all parents will receive a phone call or e-mail to inform them as to whether school will be held the following day.

If we need to evacuate Merrimack for any reason, we will be gathering at the office buildings. The exception to this would be if the Merrimack Police and Fire Department have designated an alternative meeting space.

If your child, for any reason, must stay at Early Beginnings for Young Learners, appropriate arrangements will be made for your child to remain either at Early Beginnings for Young Learners or another appropriate site until you are able to be contacted.

**Please review the emergency handbook located on our website to see the full outline of our emergency procedures and evacuation protocol.**

**Medical transportation in an emergancy:**

In a medical emergency, someone will call an ambulance, your child will be transported to the nearest hospital. A staff member will accompany your child to the hospital, and you will be contacted as soon as possible. The staff member who is asked to go with your child will take a copy of the authorization and consent form to the hospital. If you cannot be reached, the emergency contacts you identify on your child’s first aid and emergency medical care consent form will be contacted. If we are unable to reach any of the contacts, the director will take appropriate action as recommended by the hospital, police, E.M.T., or consulting medical staff.

**Immunizations and Illnesses and Medical conditions:**

Your child must be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, HIB and Hepatitis B to attend childcare at Early Beginnings. **Early Beginnings does not except religious exceptions or parent exceptions**. If your child has asthma or is immune suppressed, he or she should receive an influenza vaccine every year. One dose of varicella vaccine, or a physician- certified reliable history of chicken pox, will be required to attend Early Beginnings for Young Learners.

If a child gets ill or has an injury in our care, we may have to send your child home. If you are called to pick up your child, you have one hour to pick them up.

**Please go to our website to view the Health and Illness Handbook. Here you will also find our policies on illnesses.** We ask that you follow these protocols closely as we will ensure the safety of all our students. Please remember we will be strongly enforcing our Health Care and Sick Policy.

Contagious illnesses of any kind, which may result in a child being too ill to participate in daily activities, are asked to stay home.

If you at any time are unable to be contacted by our center due to your child’s illness or an emergency, we will then contact the next person on your emergency contact form. We will continue to make phone calls until someone is contacted. If you would like any other information on our Heath Care Policy, please contact the director.

**Injuries**

**Injury/ accident:**

After any accident and/or incident Early Beginnings for Young Learners is required by the department of Early Education and Care to notify the parents and/or fillout an Accident/ Incident report. Teachers will notify families of the incident via Brightwheels and will ask if you would like a report. Parents can deny receiving a report. The director will review and sign the report as well as the parent. A copy will be made and placed in your child’s folder.

**Injury above the shoulders:**

There will be a phone call and/or message on Brightwheels placed to inform you of the incident.

**Administration of Medication:**

A certified medication administrator will only dispense medication. All prescriptions used will require a doctor’s note and parental consent. Topical medications used when there is open skin will require a parent consent form.

All over the counter oral and topical medications not being used on open skin will require parental consent. All medication will be given as directed by your child’s physician and must remain in its original box/containers. All medications must have a proper label with your child’s name, date the medication was filled, and dosage amounts. All over the counter medications will require a medical consent form (please find on our website). All over the counter medications will be followed as directed on the bottle. Over the counter fever reducers will not be given to avoid a child getting a fever.

All medications will be kept out of reach of children. All medication will be locked in the Early Beginnings for Young Learners office. Early Beginnings for Young Learners will maintain a record of all medications administered to your child. Medication records will be maintained in your child’s file. All leftover medication and medication bottles will be given back to you so that you may discard them properly.

Early Beginnings for Young Learners will notify you and the department of Early Education and Care if a medication error occurs. Such errors include wrong medication, medication was not given on time, and/or allergic reaction. Your child’s first two doses of medication may NOT be given at school. If your child’s medication was given too early or too late, we will ask that you call your child’s doctor to fax over a note stating that this is or is not a problem. If your child’s doctor states that we can give your child, their medication after the scheduled time we will also need this in writing. A log will be kept of the time all children received their medication.

**Diapering and Toileting**

Parents must supply their child with diapers and wipes as well as a 2-3 changes of weather appropriate clothing. If the child needs to borrow a diaper or wipes from another student, parents will need to replace those items. If parents do not bring diapers for more than two days, they will be charged $7.00 per day. After one week of no diapers and/or wipes, parents will be called during the day to bring these items Early Beginnings for Young Learners. Teachers are asked to keep a record of all diapers borrowed. Teachers will also record all diaper changes and toilet usages on the Brightwheels. Diapers will be checked every 2 hours. Your child will be changed earlier if we notice they have soiled their diaper.

Children who are being toilet trained must bring at least four changes of clothing. We ask that parents please discuss all toilet training needs and procedures with their child’s teacher. We will bring all children to the restroom every two hours. Additional trips to the rest room will be taken if the child asks.

If a child has an accident, the child will be cleaned immediately. The child will be changed into clean clothing. The child’s clothing will be placed in a plastic bag and then placed in the child’s cubby. The spot where the child had their accident will be cleared of students and then cleaned with bleach. If a child has an accident on their blanket, it will be placed in a plastic bag and sent home for cleaning. If a child does not have a change of clothing, you will be called to pick your child up or to bring your child a change of clothing.

If a child is toilet trained, they will be brought to the bathroom many times during the hours they attend. If the child asks to use the toilet, they will always be allowed to use the rest room. No child will be denied access to the rest room.

**SIDS and safe sleeping of infants/ Nap/Rest Time/Quiet Time:**

We will require that you sign a form stating that you understand the SIDS regulations. Infants may use a swaddle up until they are 3-months old. Infants may use an unweighted, unrestricted sleep sack after 3-months.

1. Infants will be placed on their backs for sleeping unless the child’s healthcare professional orders otherwise in writing.

2. All infants will nap in an individual crib; if two children share a crib each child will have their own side of the crib mattress.

3. We have ensured that cribs have firm, properly fitted mattresses with clean coverings, and do not contain any potential head entrapment areas.

4. We have ensured that slats on cribs are no more than 2- 3/8 inches apart.

5. We will ensure that cribs, port cribs, and/or playpens used for sleeping infants under the age of 12 months do not contain pillows, comforters, stuffed animals, or other soft, padded materials.

6. Infants can take a nap when needed or when parents have a set schedule. Parents must provide a fitted pack n’ play sized sheet.

Waddlers-PreK aged children will be provided a napping period on a consistent schedule. Children 12 months and older will sleep on a sleeping cot. This period will be provided during a standard six to eight-hour day with a minimum of 30 minutes of rest time. If your child does not nap after one hour, they will be given a quiet activity to do while the other children rest. Parents MUST provide their children with a blanket and a crib size sheet to be used during rest time.

**RECORDS**

**Confidentiality & Distribution of Records:**

All staff members are to respect and abide by all New Hampshire and Early Education and Care rules and regulations. Staff and parents at Early Beginnings for Young Learners are not allowed to share any information with other parents, outside parties or anyone who is not directly working with your child in the center.

**Accessing Your Child’s Records:**

Parents are entitled to have access to their child's records at reasonable times on request. Parents will have access to the record within two (2) business days of their request unless there is consent to a longer period. Parents must be allowed to view their child's entire record, even if it is maintained in more than one location.

**Amending Your Child’s Records:**

Parents have the right to add information, comments, and relevant material to your child’s records. Should you feel that there is information that should be deleted from your child’s record a request can be made to the center administration. In such a case, the administration would meet with you to discuss that matter further and render a mutual agreement as to whether to delete or amend any questionable material in your child’s records.

**DAY TO DAY**

**Parent Authorization:**

As part of enrollment, Early Beginnings will ask you to fill out and return a packet of forms that will help us to better serve your child. **The following are the required authorizations:**

* **To give permission for EBYL to perform CPR and First aid**
* **Permission to transport your child to the closest hospital**
* **Termination/expulsion of care policy**
* **You have read and understand the parent handbook**
* **You have read and understand the emergency handbook**
* **You have read and understand the medical handbook**
* **Registration and tuition agreement**
* **Reduction of nap time staff**
* **Sunscreen and bug spray policy**
* **Diaper rash cream/ pacifier use**
* **Permission for photos**
* **Permission for walks/ using the lawn**
* **Permission for videos/ movies**

**TV/Screen Time/ Movies:**

Screen time is limited to all students. From time-to-time teachers may use short videos to assist in teaching a new fun skill or to play a game. Teachers may also play a movie from time to time to reward children for working so hard or to show during a special holiday/event. Movies will always be age appropriate. During the time a movie is playing, children will be free to go to another area of the classroom to play. No child is forced to sit and watch a movie. Staff will supervise students during all films, videos, and movies. Teachers will notify parents when a movie will be shown, what the movie is and the movie rating.

Parents may request that their child not watch a movie. We ask that you please inform us via Brightwheels. Your child will have the option to attend another classroom during this time should there be room.

**Photos:**

Teachers love taking photos of students. Photos can be used for Facebook, our website, in the building and on Brightwheels. Parents have the option on the enrollment forms to state their photo preference. Parents can deny having students photo taken for any reason.

**Walks:**

During the nice weather, teachers may take children for a walk in the stroller for our younger students. Our older students may take a walk around the building or use the grass around the school for activities and/or picnics.

**Classroom schedules:**

Students Waddler age-PK are on a consistent schedule. Being on a consistent schedule allows students to better understand what is going on throughout their day. From time to time the schedule may be adjusted tomeet the needs of the students. In our Nursery and Infant classroom, students are on their own nap and feeding schedule. Classroom schedules can be provided to the parents upon request.

**Curriculum:**

Teachers write a weekly, bi-weekly, or monthly curriculum depending on their classroom. Students are given an opportunity to learn using hands-on education as well as form education. Students are encouraged to have free play where they can use their own minds and skills. Our curriculum focuses on gross motor, fine motor, art, science, social studies, math, as well as other areas of development.

**School Cancellation Policy:**

Early Beginnings for Young Learners will close due to snow or other emergencies when the owners feel it is unsafe for families and staff to travel. Early Beginnings for Young Learners may delay opening due to inclement weather and to allow the roads to be cleared. If at any time during the day the owners feel that the school needs to be closed due to inclement weather, you will be notified by phone, Brightwheels and text message and you will be asked to pick up your child.

**Payment Procedure and Attendance**

Payment is due every week by closing Friday for the upcoming week. Payment is done via credit card or bank info through Brightwheels. If you are delinquent on your payment, you will be charged a **$25.00 late fee** and your child may not attend the upcoming week until this balance is paid. A child may return once payment is made. If your child does not attend for 2 or more weeks without notice, your child’s spot may be forfeited. If your child does not attend due to vacation or sickness a full payment is still due. If you choose to withdraw your child from Early Beginnings for Young Learners, we ask that you please give us, 2 weeks’ notice in writing.

2022-2023 Fees

* Late tuition Fee $25.00
* Bounced check $50.00
* 10-hour care fee: $3.00 per min per child
* After closing fee: $5.00 per min per child
* Forgotten wipes: $2.00 per day
* Forgotten diapers: $ 7.00 per day

**Transportation:** Transportation is the responsibility of parents. Children must be escorted by an authorized adult to/from his/her classroom at the beginning of each day and the end of each day.

**WE DO NOT ALLOW TOYS FROM HOME, IF A TOY IS SENT FROM HOME IT WILL REMAIN IN THE OFFICE UNTIL PICK UP. IF YOU HAVE ANY QUESTIONS ON THIS POLICY YOU ARE TO TALK TO THE DIRECTOR.**

**The only item allowed from home is ONE stuffed animal that will only be used at rest time.**

New Regulation Notice

Parents name: Student’s name:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the new regulations set forth by Early Beginnings for Young Learners and the New Hampshire State Licensing. I will uphold all rules and regulations to the best of my ability.

I understand that these rules and regulations have been set to ensure that my child and the children enrolled at Early Beginnings for Young Learners are safe, and that everyone is treated fairly.

I understand that if my child or I, do not follow the rules and regulations set forth by Early Beginnings for Young Learners and the New Hampshire state Licensing, that my child and my family may face suspension or termination from the program.

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 (sign) (date)